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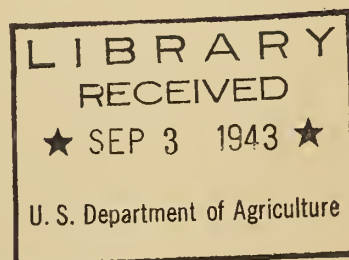
WAR FOOD ADMINISTRATION  
U. S. Food Distribution Administration  
Washington 25, D. C.

MANUAL OF FIELD PURCHASE OPERATIONS

Prepared in  
Organization and Procedure  
Division

Revised August, 1943

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## PREFACE

This Manual is designed to serve as a guide for field purchase representatives in the conduct of field purchase programs -- more particularly Section 32 purchase programs and price support programs. The procedures contained in the tentative draft issued in June 1943 are superseded by this revision.

While this Manual is written primarily for field purchase representatives, it should be helpful to officials at the Washington and the regional levels who are concerned with the various aspects of the programs, including purchasing, shipping, and the effect of the programs on the market.

We shall be glad to receive any suggestions for additions, deletions, or corrections of the procedure as outlined in this draft. Please send all suggestions and comments to the Organization and Procedure Division.

*Ralph W. Olmstead*

Ralph W. Olmstead  
Deputy Director

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## PART I

### DEVELOPMENT OF SECTION 32 PURCHASE PROGRAMS

#### A. GENERAL AUTHORIZATION FOR SECTION 32 PURCHASE PROGRAMS

1. General authorization to the Director for all Section 32 purchase programs is now contained in a master Section 32 docket prepared annually on a fiscal year basis. In this docket, which covers all commodities purchased for Section 32 purposes, the War Food Administrator (hereafter referred to as the Administrator) has determined that purchase, processing, and exchanging of these commodities, made in accordance with conditions set forth in the docket and distributed as provided in the docket, constitute a diversion from the normal channels of trade and will effectuate substantial accomplishment of the purposes of Section 32 by encouraging the domestic consumption of these commodities.

#### B. AUTHORIZATION TO CONDUCT SUPPLEMENTAL COMMODITY PURCHASE PROGRAMS

1. The master docket requires that prior to making purchases of any commodity the Director or Acting Director shall approve and transmit to the Administrator a memorandum of a supplemental commodity purchase program for the commodity or commodities concerned. Unless the supplemental program is disapproved by the Administrator within two work days after it is received in his office, purchases may be made after the lapse of this period. Such purchases shall be discontinued at any time at the direction of the Administrator.
2. The memorandum of the Director to the Administrator will be prepared by the commodity branch as a result of (1) recommendations from the Regional Directors concerning the need for a program; (2) requests of the industry concerned to the Washington Office of FDA from the Regional Directors of FDA; (3) observations of the market situation made by the Washington Office supported by field reports.
3. The Regional Directors will furnish the following information in making their recommendations for a field purchase program: a survey of the crop acreage involved, the yield, the area of production, a comparison of the present acreage and area of production with that of the previous year, the number of producers involved, and the opinion of producers on the need for price support. In addition, the information from the Regional Directors should include, where possible on the basis of meetings with the Producers' Committee, recommendation as to the number of cars, the grade and price needed to stabilize the market, proposed methods of purchase, inspection arrangements, and class of vendors from whom purchases may be made.
4. Programs may be carried out through a transfer from other purchase programs to Section 32, through purchases in Washington by the commodity branches or in the field by the Regional Director. In any event, all available facts and information and recommendations concerning a proposed program will be presented to the commodity branch concerned to permit it to formulate and clear the necessary memorandum; if the purchases are to be made in the field, the commodity branch concerned will consult with the Regional Directors involved prior to clearance of the memorandum.
5. The memorandum to be transmitted to the Administrator for each supplemental commodity program shall contain the following information in addition to any economic data or other information in support of the program: (a) the commodity or commodities to be purchased; (b) the maximum sum to be expended in connection with such commodity or commodities; (c) the maximum quantity to be purchased; (d) the area or areas in which purchases are to be made; (e) the



maximum or base price to be paid; (f) the method or methods by which purchases are to be made; (g) grade or grades of the commodity to be purchased; (h) class or classes of vendors from whom purchases may be made; (i) inspection requirements; (j) any other limitations, explanations, or conditions, including processing and exchanging which are involved, which are permissible and appropriate or desirable for the accomplishment of the purposes of the program.

C. AUTHORIZATION TO REGIONAL DIRECTORS TO CONDUCT  
SECTION 32 PROGRAMS

1. Authority to conduct specific purchase programs will be in the form of a purchase authorization from the chief of the commodity branch to the Regional Director which will be within the limitations of the memorandum to the Administrator previously prepared. These purchase authorizations may be prepared simultaneously with the memorandum to the Administrator or subsequent to its approval.

In preparing the authorization for any purchase program, the commodity branch will confer with respective Regional Directors with regard to the areas of purchase and the time to begin purchasing in each area. This factor is especially important since there are frequently several areas of purchase in the same region. Also depending on the commodity to be purchased and the form in which it is to be shipped after purchase, the Regional Director should determine that there are available adequate facilities for handling such important phases of purchasing and shipping as grading, inspection, sampling, or testing, weighing where necessary, packing or processing, loading, protective shipping services such as precooling, icing or heating, and that there is available an ample supply of containers, complying with carriers' tariff specifications, for shipping the commodity purchased.

2. Upon receipt of this information for each purchase area, the commodity branch will evaluate the recommendations against the industry-wide problems, prepare the purchase authorization for a given period and issue it to the Regional Director concerned. For information purposes only, the commodity branch will send to each Regional Director copies of purchase authorizations issued to other Regional Directors.
3. The purchase authorization will be a purchase plan to cover the period of purchase contemplated which will vary with the growing or producing season. The purchase authorization shall include the total quantity to be purchased in the region, the containers to be used and the net content of the commodity in the containers, the maximum price to be paid for the commodity in the various containers, the minimum grade of the commodity, an allotment of funds to cover the purchase and other relevant information. The purchase authorization shall also show a program symbol and number reflecting the region in which the purchase is to be made. This allotment shall be made with the approval of the Chief of the Budget Division, or his delegate, but no fiscal control shall be set up in Washington to cover regional allocations under these allotments, since this will be the responsibility of the regional Fiscal Division. (See authorization form on page 37).
4. Authorization symbols shall be determined as follows: First, the program symbol from the memorandum - Example, J-32a.

Second, a symbol indicating the region, as follows:

Northeast.....	NE
Southern.....	SN
Great Lakes.....	GL
Southwest.....	SW
Midwest.....	MW
Rocky Mountain.....	RM
Pacific.....	PC

Example: J-32a-NE

Third, a number to indicate whether the authorization is the original or an amendment thereto: 1 for the original, 2 for the first amendment, 3 for the second amendment, etc. Example, J-32a-NE-3.

The third item need not be shown on operating documents.

5. The purchase authorization number shall appear on all documents, such as vouchers, orders for services, bills of lading, etc., pertaining to that program in order that all concerned can determine under what authority the purchase was made.
6. It will be the complete responsibility of each Regional Director receiving a purchase authorization addressed to him to carry it out within his region. The Regional Director or his designated representative will make a recommendation to the commodity branch by telephone, wire, or letter to alter the specific price, quantity, and grade to be purchased as stated in the purchase authorization for any State or other purchase area. Approval of these recommendations by the commodity branch is necessary in order to avoid dislocation of the market from a Nation-wide point of view. On approval of his recommendation, the Regional Director will issue buying directions to his field purchase agents instructing them to make the purchase.
7. The delegation of authority to Regional Director to conduct Section 32 purchase carries with it the responsibility to use this authority within the bounds of policy set by the commodity branches. This means a close integration of prices, amounts, and grades of commodities bought throughout the country. Changes in the terms and conditions of the purchase authorization should not be made, therefore, without specific approval, verified in writing, from the chief of the appropriate commodity branch, to be obtained as described above.
8. In event any normal operational area of purchase extends over two or more regions, the Regional Director concerned shall first agree as to which Regional Director is to have jurisdiction over that area for that program and shall so notify the commodity branch. The commodity branch will document this agreement in the purchase authorization by naming as the area of purchase the region responsible for the program plus the other State or States concerned. There may be some instances in which prompt agreement may not be reached. In such cases the commodity branch will notify the Director and recommend action.
9. Periodically during the conduct of a program, purchase plans for each area of purchase will be re-evaluated by the commodity branch pursuant to their studies of the commodity situation and to recommendations submitted from the region and the industry. Pursuant to these revaluations additions or amendments to purchase authorizations will be issued by the commodity branch.



10. At the conclusion of operations under each program in each region, the Regional Director shall immediately advise the commodity branch of the total purchases and total expenditures, including commodity, transportation, services, etc., for that program. Immediately upon receipt of this information, the commodity branch shall issue amendments to each respective purchase authorization reducing the authorized expenditure to the amount actually expended or obligated for expenditure. Such authorizations shall be cleared and distributed in the same manner as an original purchase authorization.

#### D. RESPONSIBILITY FOR THE DISTRIBUTION OF COMMODITIES

1. The commodity branch which undertakes a price support or surplus removal program is responsible for disposing of the commodities obtained.
2. To insure adequate distribution of commodities acquired under Section 32 Purchase Programs, the commodity branch shall notify the Transportation and Warehousing Branch (Custody and Disposition Division) of a pending program at the earliest possible moment, and concurrently with the development of the memorandum to the War Food Administrator outlining the supplemental purchase program a general plan of distribution will be drawn up. The distribution plan will be drawn up jointly by the commodity branch concerned and the Custody and Disposition Division. This plan shall indicate generally the amounts of the commodities to be donated to institutions, the amounts to be stored pending further disposition, the amounts to be diverted for processing, and any and all other avenues for disposing of the purchases.
3. For commodities which are to be distributed through direct distribution or relief channels, the commodity branch, through the regional office, is responsible for obtaining Delivery Orders, and referring them to those concerned with shipping, so that they can supply the necessary shipping data and direct shipment.
4. Commodities which are in transit, that is, those which are "rolling" en route or on track, are the responsibility of the Custody and Disposition Division.
5. When it is necessary to store commodities the Custody and Disposition Division shall contract for the storage space, move commodities to storage, and take custody over them while they are in storage, including the provision of the necessary protective services; the commodity branch is responsible for finding outlets for the commodities.
6. In instances in which commodities are sold to processors and bought back from them, the commodity branch is responsible for finding outlets for the processed commodities.

## PART II

### ORGANIZING PURCHASE PROGRAMS IN FIELD

#### A. RELATIONSHIP OF REGIONAL AND FIELD OFFICE

1. In order to obtain a high degree of efficiency in conducting purchase operations on a decentralized basis, it is essential to have close cooperation between the regional office and Washington headquarters. The Regional Director must be in a position at all times to furnish the Washington Office with complete information concerning agricultural conditions in the region. This, in turn, places upon representatives in the field the responsibility for keeping the regional office completely advised as to the possible crop acreage involved, the area of production, the yield, a comparison of present acreage and area with that of the previous year, the number of producers involved, the opinion of producers on the need for price support, recommendations as to number of cars needed to stabilize the market, proposed methods of purchase, inspection arrangements, and any other information which may be of value in determining the scope of operations.
2. To assure practical, economical, and smooth execution of a purchase program, it is necessary to perform a large amount of preliminary work prior to actual purchasing in the field.

#### B. PRODUCERS' COMMITTEES

1. In connection with a field purchase program, a Producers' Committee, whenever possible, should be immediately organized by the Regional Director in the State or States where purchases are contemplated. Past experience has shown that through the use of a local Producers' Committee, the Regional Director will have access to practical advice and knowledge which will be helpful in carrying out purchase activities in the field.
2. Forming a Producers' Committee. Regional Director should rely largely on the industry in the selection of individuals who will serve gratuitously on a Producers' Committee. If an administrative committee for marketing agreements is already in existence, no additional committee need be set up. War Boards should be consulted. However, this should not preclude setting up one if one is needed. Precautions, of course, must be taken to assure that members of a Producers' Committee are impartial with respect to the interest of any single producer or group of producers, that they are concerned with the interests of growers as a whole, that they are as truly as possible representatives of the producers in the particular production area. In some lines a processor or two might be used to advantage on this committee. In addition to producers or producer representatives, there should be represented on the committee, whenever possible, State Agriculture College representatives, county agricultural agents, cooperative associations which are representative of producers, or individuals or agencies who may be partial to producer interests, and who could contribute helpful advice and assistance in the execution of the program, including the State or County War Board.
3. In small or concentrated producing areas, a small Producers' Committee composed of four or five members may be sufficient. In a large or widely scattered producing area, it may be necessary to organize a series of sub-committees representing one or more producing districts. In these instances, the principal committee, which would be in direct touch with the Regional Director would be composed of the chairman of the various sub-committees.



4. The Washington commodity branch must be furnished names of members of the Producers' committee immediately upon the formation of such committee.
5. Services Performed by the Producers' Committee. A Producers' Committee should primarily assist the Regional Director in an advisory capacity in formulating and executing the purchase program. The committee should be in a position to furnish or obtain information relative to quantity, quality, and location by district of existing supplies of the commodity, principal points at which purchases and deliveries will be made, facilities for packing, or processing, and to furnish other economic and industrial information of a general nature. The committee should be called upon to make recommendations as to grade and price which will be considered in establishing the basis of purchases. The committee should be called upon to allocate purchases among producers when necessary and to assist in the general organization of the program.
6. The Regional Director or designated representative in charge in each area of purchase shall attend each Producers' Committee meeting, and immediately thereafter shall prepare a transcript of such meeting for the regional office including names of persons attending, resolutions, activities, allocations made, and basis of allocations. A copy of this transcript shall be forwarded to the commodity branch.

#### C. DETERMINING FACILITIES FOR CARRYING OUT THE PURCHASE PROGRAM

1. No purchases should be made until the field representative in charge of the program is confident each step of purchase procedure can be promptly and properly carried out. The general mechanics of making purchases in the field must be carefully organized by the field representative or by a special representative who may be assigned to the area for this purpose by the regional office.
2. Depending on the commodity to be purchased and the form in which it is to be shipped after purchase, the field representative should determine that there are available adequate facilities for handling such important phases of purchasing and shipping as grading, inspection, sampling, or testing, weighing where necessary, packing or processing, loading, protective shipping services such as precooling, icing, and heating, and that there is available an ample supply of standard containers, complying with carriers' container tariff specifications, for packing the commodity purchased.

#### D. ASSEMBLING SHIPPING INFORMATION

1. To make possible the completion of procedure and plans which will insure the efficient operation of a purchase program, the field representative shall be advised on shipping matters by a qualified shipping representative, preferably one from the regional office.
2. Shipments of commodities under these programs involve the use of already-over-taxed shipping facilities, and in effect they are competing with lend-lease shipments; consequently it is very important that these shipments be geared in with the wartime supply operations. Accordingly, instructions relating to shipping will emanate from the Custody and Disposition Division Washington office, and the instructions and procedures as prescribed must be adhered to closely.



## E. GLOSSARY OF TERMS FOR REPORTING MARKET CONDITIONS

In order to adopt some uniformity in reporting market conditions, field representatives should use the following descriptive terms in reports to the regional office:

1. "No demand" This phrase indicates a condition of extreme inactivity and lack of trading. It represents a decided lack of confidence on the part of the buyer, and suggests a downward tendency in prices.
2. "Practically no demand" This indicates a stagnant condition of the market, when only such buying is done as is necessary to provide for immediate requirements.
3. "Demand slow" This phrase indicates that few sales are being made, but does not always imply that transactions represent a light total volume of business. It represents a condition of uncertainty, and possible depression, although there may not be any actual change in prices.
4. "Demand light" This indicates a feeling of hesitancy with few sales, usually aggregating a small total volume of business. There may be no price change, but the tendency (if any) is downward.
5. "Demand moderate" This phrase is generally used when buyers are purchasing in a normal way, without excitement or lagging. It does not indicate price fluctuations.
6. "Demand improving" This is a comparative term, implying that buyers are showing more confidence in the market situation than when conditions were last reported. It is desirable to use this term in conjunction with other "demand" phrases, such as "demand light but improving."
7. "Demand good" This phrase indicates firm confidence on the part of the buyer in general market conditions. It represents a healthy condition, with steady consistent trading, although no actual change in price may occur.
8. "Demand active" This phrase indicates that buyers are rapidly absorbing available supplies at prevailing prices. The price tendency is upward.
9. "Demand brisk" This phrase may be used to indicate a strong feeling of confidence on the part of the buyer in his ability to turn over his purchases rapidly and at a good profit. It indicates a strong likelihood of an advance in prices.
10. "Demand exceeds supply" This phrase is generally used to describe a condition of very light supply, when buyers are unable to fill orders for immediate shipment or delivery. It usually represents an artificial condition of short duration and may be accompanied by pronounced price fluctuations.
11. "Market excited" This represents a condition of uncertainty and decided bullish tendency on the part of the seller. It suggests an upward tendency and considerable price fluctuation.
12. "Market stronger" This represents a condition of increasing confidence on the part of the seller with the likelihood that the present demand will consume present supplies, and supplies in sight can be absorbed at prevailing or slightly higher prices.

13. "Market strong" This represents a condition of firm confidence on the part of the seller. There may be a good demand and supply may be relatively light so that the seller is likely to stiffen the price at the first opportunity.
14. "Market active" This represents a condition of quick sale, good demand, and a generally healthy condition. There may be no decided change in prices, although it usually indicates an upward trend.
15. "Market firm" This represents a condition of strong confidence in general condition resulting often in the strengthening of a price range, but seldom in actual price advances.
16. "Market steady" This represents a normal movement with steady, consistent trading showing no decided changes one way or the other.
17. "Market unsettled" This represents a condition of uncertainty on the part of sellers and usually indicates a weaker tendency. There may be no actual price changes one way or another. Represents a waiting attitude with spasmodic trading.
18. "Market dull" Represents light trading and suggests a condition of uncertainty and possible depression. There may not be any actual change in prices.
19. "Market weak" This may be used in describing a condition of actual price decline with the possibility of further decline and represents a decided lack of confidence on the part of the seller. It may also be used when no actual price declines have taken place but with large supplies on hand and heavy supplies in sight, it is the prevailing opinion that a decline is inevitable.
20. "Market weaker" This is a comparative term and refers back to conditions of the previous day. It may represent an actual decline in price, although the relation of market to price should not be the governing factor. The reporter should conclude by his "sense" of the market that less confidence exists than when the market is steady.
21. "Market demoralized" This term is to be used only in very unusual cases. It represents a condition when because of depressive conditions, usually resulting from oversupply or products of highly inferior quality or condition, the demand is almost wholly absent and the market shows no stability. A wide range in prices results from the willingness of sellers to dispose of their stock at almost any price offered. Do not use this term and follow it by a record of sales at reasonable prices. As we use it "market" represents the views of the seller and "demand" those of the buyer.

#### F. PLANS OF OPERATION

1. Deviation from ordinary commercial methods of handling agricultural commodities in various areas, coupled with the desire of the Administration to deal directly with the original producers of the commodity, has necessitated the development of more than one method of purchase. The purpose of this section is to outline the fundamentals of existing methods of operation in the field. Operating conditions will necessitate variations in the details for carrying out any method, but the principles must be adhered to. It may become necessary to develop additional methods of purchase as the operations of the Administration increase, or as new ideas of policy are developed.



2. Direct-Vendor Plan is the purchasing of commodities from growers, or from grower-owned cooperatives that have facilities for grading, packing, loading, processing, or performing other services necessary for preparing commodities for shipment. This plan provides for payment direct to such vendors for the total cost of the commodity including packing and other services.
  - a. The announced Price Direct-Vendor Plan provides for the purchase of commodities on order or under an offer-and-acceptance contract at prices announced by the FDA and determined from a study of parity prices, the supply situation, markets, and other price-influencing factors. Prices are F.O.B. cars or trucks.
  - b. The Offer-and-Acceptance Direct-Vendor Plan provides for the purchasing of commodities at prices offered by the vendors and accepted by the FDA. Prices are f.o.b. cars or trucks.
3. Grower-Packer Plan is the purchasing of commodities in their natural state from growers, or grower-owner cooperatives which do not have facilities for grading, packing, loading, processing, or performing other services necessary for preparing commodities for shipment for delivery to packers who will prepare the commodity for shipment. Growers are paid direct for the commodity meeting FDA requirements which they deliver to the packers, and the packers are paid separately for the services they perform. Orders for Services are negotiated with interested packers within the area of purchase for performing packing services. Growers present their claims after packing is completed in order that the correct quantity and grade may be determined.
  - a. The Announced Price Grower-Packer Plan provides for the purchase of commodities on order or under an offer-and-acceptance contract at prices announced by the FDA. Prices are f.o.b. cars or trucks less a standard packing and loading charge.
  - b. The Offer-and -Acceptance Grower-Packer Plan provides for the purchase of commodities at prices offered by the vendors and accepted by FDA. Offers are submitted for the commodity delivered at the packing house, and do not include charges for packing, package, and loading services.
4. Grower-Processor Plan is the purchase of commodities in their natural state from growers, or grower-owned cooperatives for delivery to processors who will pack, process, or otherwise prepare the commodity for delivery to FDA, materially altering the commodity from its fresh state, such as canning, drying, etc. Growers are paid direct for the commodity delivered to the FDA at designated points; such commodity is required to meet the purchase requirements at the time of delivery. Growers present their claims for payment immediately upon satisfactory delivery of the commodity. Processors generally perform their services under formal contracts and are bonded to insure proper performance. Processors prepare their claims for payment at the time of delivery of the finished product.
  - a. The Announced Price Grower-Processor Plan provides for the purchase of commodities on order or under an offer-and-acceptance contract at prices announced by the FDA and are f.o.b. processors' plants or other designated delivery points.
  - b. The Offer-and-Acceptance Grower-Processor Plan provides for the purchase of commodities at prices offered by the growers and accepted by the FDA and are f.o.b. processors' plants or other designated delivery points.

c. Processor's charges are determined from formal bids submitted on forms furnished by the FDA. Generally prices are as offered by the processors, but on occasion may be predetermined by FDA.

5. Contract Offer-and-Acceptance Plan is the purchasing of commodities, generally in their processed state, from growers, associations of growers, or processors. Purchases are made and prices determined on the basis of formal offers of sale. Frequently such formal offers contain a "repurchase" provision which sets forth certain conditions requiring the acquisition by the vendor of additional quantities of the unprocessed commodity.

#### G. TYPES OF VENDORS

1. Purchase representatives are cautioned that purchases are to be made only from (1) growers, (2) associations of growers, or (3) their authorized agents, unless otherwise specifically instructed.

NOTE: It is imperative that the vendor classification be noted on all vouchers by inserting after the signature the applicable notation which will be one of the following: Grower, Growers, Association of Growers, Agent, or Attorney.

2. A grower is a primary producer. He may be a tenant, or he may have liens against his land and crop, but his landlord or lienholder cannot pose as a vendor. All claims must be submitted in the name of the actual grower. Persons having a secondary interest in the commodity may be protected by being indicated as lienholders.
3. A cooperative association of growers may appear as vendor for its members, or its members may be vendors individually. A pool operated by a commercial operator, broker, commission agent, etc., cannot be construed to be a cooperative.
4. Agents shall be authorized in accordance with the conditions as set forth elsewhere in this manual.



PART III

MECHANICS OF OPERATION

A. DIRECTIONS TO FIELD REPRESENTATIVE

1. The mechanics of operation involve making the purchase, taking delivery of the commodity, obtaining evidence that the accepted commodity meets FDA purchase specifications, shipping, forwarding the claim, and furnishing reports of operations.
2. It should be kept constantly in mind that all documents are to be prepared with typewriter, ink, or indelible pencil. All erasures or strike-outs must be initialed by all persons whose signatures appear on the form, and by all persons whose interest is affected by such erasure or strike-out. All documents are to be prepared so that the original and all copies are clear and legible. Tracing and retyping are not permissible.
3. Buying Direction. Before making any attempt to purchase, field representatives must have from the Regional Director or his representative a specific authorization to proceed. This authorization to purchase will be in the form of, or confirmed by a written Buying Direction (SMA 204). The Buying Direction specifies commodity, grade, maximum quantity, unit price basis, unit container, period of purchase, and the area limits of purchase. Since buying directions are issued to field representatives in accordance with instructions and authorizations to the Regional Director from the commodity branches, it is important that field representatives keep in mind all the limitations of the Buying Directions. Delayed payment or nonpayment to vendors resulting from failure to observe terms and conditions of Buying Directions will be considered a responsibility of the field representative in charge. Field representatives should advise the regional office of terms and conditions which appear inadvisable with respect to quantities, grades, prices, varieties, or other specifications. The contents of Buying Directions must be held as strictly confidential information.
4. The Buying Direction number shall appear on all documents pertaining to that program in order that all concerned can determine under what authority the purchase was made.
5. Many details concerning the program are contained in the Purchase Announcement which shall be issued by the Regional Director or his representative in initiating purchase programs and in notifying the industry or prospective vendors in the area of purchase as to grades, prices, and other terms and conditions of purchase. The Purchase Announcement shall take the form of the attached specimen Purchase Announcement.
6. Immediately after issuance of such Purchase Announcement, two copies marked for the appropriate commodity branch should be forwarded to the Washington Office and two signed copies to the Regional Fiscal Division. Purchase announcements may be mimeographed in the office of the field representative and distributed to prospective vendors, checkloaders, members of the Producers' Committee, County Agents, representatives of the State Department of Agriculture, and other interested individuals in a manner which will assure a thorough understanding of the purchase program.

7. In the event changes are made in grades, prices, or other terms and conditions of purchase, the field representative shall issue amending Purchase Announcements which shall be distributed as outlined above.
8. Purchase Announcements shall, in every case, contain a clear and definite outline of the basis on which the commodity will be purchased. Price, grade, type of package, inspection, weight certificates, and other terms and conditions should be expressed in sufficient detail to give check-loaders complete information as to how purchases are to be made. Reference should also be made as to the protective services to be furnished, as well as indication as to who will pay charges incidental thereto. This is extremely important as checkloaders and inspectors will obviously rely on the Purchase Announcement as a source of information to be used in the preparation and execution of necessary substantiating documents. Proper handling of the Purchase Announcement will eliminate the possibility of any misunderstanding on the part of the prospective vendors as to the terms and conditions of FDA purchases. Purchase announcements shall be numbered as outlined in the previous section.

#### B. MAKING THE PURCHASE

Prior to accepting delivery of any commodity authorized to be purchased, interested vendors must indicate their desire to sell, and the FDA must indicate its willingness to purchase. The following methods are used to obtain such conclusion: Allocations, Purchase Orders, Informal Offer of Sale, and Formal Offer of Sale.

1. Allocations: If vendors offer a quantity of a commodity in excess of the quantity authorized to be purchased, it shall be the responsibility of the Producers' Committee to allocate such purchases among the offering vendors in an equitable manner. The field representative shall receive such allocations in writing signed by the members of the Producers' Committee.
2. Purchase Order: (FDA 595) The Purchase Order is used only when the field representative enters into a definite sales agreement with a prospective vendor a few days prior to the time commodity is to be delivered, other than through the use of formal contract. The Purchase Order must be made out just as soon as the special commitment is made. Under no circumstances shall the preparation of the Purchase Order be delayed until the movement of the commodity in order to ascertain the quantity loaded. The Purchase Order may be prepared on the basis of one carload of a maximum quantity: i. e., "maximum 26,000 lbs." or "maximum 560 qts." All spaces shall be filled out as indicated in the headings.
3. Disposition: Original, signed by the field representative, and one copy unsigned to the Regional Fiscal Office; one copy, signed, to the vendor; one copy, unsigned, to the regional purchase office;
4. Informal Offer of Sale: Under Announced Price methods of purchase, vendors submit verbal or written offers of sale to the field representative directly or through the Producers' Committee. Field representatives accept such offers within the limitations of the Buying Directions and issue loading instructions to the vendors.
5. Formal Offer of Sale: Under Offer and Acceptance methods of purchase, vendors submit forms designated prior to the opening of the purchase program. The formal acceptance of such offers constitutes a contract, after which loading instructions are issued to contractors.



( S P E C I M E N )

War Food Administration  
Food Distribution Administration  
116 Kasiska Bldg., Pocatello, Idaho  
(Telephonc:688)

April 4, 1943

Purchase Announcement  
Program J-3a2

The Food Distribution Administration announces that it will consider the purchase of Irish (white) potatoes in the principal producing areas in Idaho, subject to the following terms and conditions:

Grade Requirements: Potatoes must be U. S. No. 2 or better; 2 inch minimum size. Vendors shall furnish FDA at their expense official inspection certificates issued by the Federal-State Inspection Service.

Prices: The following prices f.o.b. point of delivery will be paid by FDA for potatoes which may be accepted, and delivered to FDA:

U. S. No. 1, 2" min. \$0.70 per cwt.  
U. S. No. 2, 2" min. \$0.50 per cwt.

Package: All potatoes delivered to the FDA must be packaged in new sacks each containing one-hundred-pounds net weight of potatoes.

Period of Purchase: Purchase will begin on the date of this announcement and continue to and including November 16, 1943.

Other Terms and Conditions: Purchases will be made only from growers, cooperative associations of growers, or their authorized agents. Vendors are cautioned that in making sales to the Government and in submitting claims for payment for potatoes delivered to the FDA they must disclose any liens that may be outstanding against the commodity. Failure to disclose lienholders, or misrepresentations of the actual ownership of the commodity will be prosecuted under provisions of the U. S. Criminal Code.

/s/ Richard B. Roe  
Field Representative.

Instructions to Vendors

Loading: Vendors shall load in refrigerator cars in accordance with good commercial practice. Minimum carload shall be 360 100-pound sacks. Vendors may deliver to the FDA at the nearest railroad loading point. The FDA will not be responsible in any way if prospective vendor proceeds to load prior to receipt of appropriate instructions from the office of the Purchase Representative. Vendors must notify the Federal-State Inspector when ready to load in order that the quantity loaded may be accurately determined. Vendors must notify the Purchase Representative immediately if for any reason an authorized loading is delayed or not completed.

Inspection: Inspection must have been performed within 48 hours prior to the time potatoes are tendered for delivery to the Administration.

Payment: Payment to vendors for purchases by FDA will be speeded up considerably if vendors who sell the commodity can be present at the scene of loading in order that they can present invoices at that time. If vendors cannot be present at the scene of loading it will be necessary to receive invoices by mail which will of course delay payment.

Detention or Demurrage Charges: Vendors shall be responsible for and shall make payment to local agents of the originating carrier at shipping point for all detention, demurrage, or protective service charges which may have accrued prior to the acceptance of the potatoes by the FDA. The time of acceptance of the potatoes by the FDA will be considered to be the hour and date loading is completed by vendor; except that, particularly where car had previously been loaded for commercial movement, such acceptance shall not be prior to tender of delivery by FDA or in any event prior to completion of inspection by the Federal-State Inspection Service. Copies of carrier's receipted bill will be required as evidence of payment of such charges.

Producers' Committee: The following local Producers' Committee has been formed to advise and assist the FDA in this purchase program:

<u>Names</u>	<u>Addresses</u>
Charles J. Jones	Idaho Falls, Idaho
L. H. Smith	Burley, Idaho
Ralph A. Doe	Twin Falls, Idaho
Luke V. Black	Buhl, Idaho
Preston Brown	Nampa, Idaho

Interested individuals wishing to sell potatoes to the FDA or desiring further details relative to the program should communicate with a member of the Producers' Committee or the Purchase Representative of the FDA.

Richard B. Roe  
Purchase Representative



6. Loading Instructions: Loading Instructions, issued to direct the vendor as to the time and method of loading, are prepared at the time a commitment is made. Loading instructions may be issued in as many copies as are deemed advisable by the field representative.
7. Certificate of Origin: If a commodity produced within the authorized area of purchase is delivered to the FDA outside that area, the field representative shall obtain a Certificate of Origin from the vendor. Such Certificate of Origin shall be in the form of a letter addressed to the Regional Director, signed by the vendor, and witnessed. The vendor shall certify that the purchased quantity, of given unit and commodity, was sold and delivered to the FDA at the given point of purchase on the given date, that the commodity was as represented by the given grade certificate, and was grown in the given State.  
Distribution:  

Original, signed, and one copy unsigned, to Regional Fiscal  
Office with claim for payment.  
One copy, unsigned, to the Regional Office of Purchase.  
One copy, unsigned, to the vendor.
8. The Certificate of Origin is used under the Direct Vendor, Grower-Packer, and Grower-Processor plans of purchase.
9. FDA Containers and Labels: On occasion, as directed, commodities will be purchased in containers furnished by the FDA. In such event, the vendor's invoice shall state "Packed in containers furnished by FDA," and a proportionate deduction shall be made from the purchase price. Or, on occasion, FDA may furnish labels to be placed on a finished product prior to delivery.
10. Field representatives shall make arrangements to have containers or labels delivered to a centrally located point, and upon receipt of containers or labels from the manufacturers shall execute Consignee's Receipt in triplicate for each lot received.  
Distribution: Original, signed, and one copy to the Regional Office of Purchase. One copy, unsigned, to the field files.
11. Containers or labels shall be distributed to vendors in proportion to deliveries to be made. The field representative shall assign a clerk to supervise the delivery of containers or labels, and obtain vendor's receipts which shall be numbered and approved by the field representative.
12. Appropriate records shall be kept in the field office reflecting quantity received from the manufacturer, quantity supplied to vendors, quantity used in making shipments, quantity returned to the FDA unused, and balance on hand. Quantity on hand and place of storage at the conclusion of the program shall be reported to the Regional Office of Purchase.

#### C. DELIVERY OF THE COMMODITY

1. The commodity is carefully checkloaded by a representative of the FDA at the time of delivery by the vendor. It is on the basis of this checkloading that the vendor's claim for payment is approved. It is necessary, therefore, to use extreme precaution and accuracy in performing such checkloading. As a prerequisite to all checkloading, it is important that the checkloader carefully review Purchase Announcements and Loading Instructions to become familiar with the price, grade, and other terms and conditions of purchase.

2. Before the commodity is accepted for shipment, the checkloader must determine that the commodity meets FDA requirements as to variety or type, size, grade, condition, container, and evidence that the entire quantity was inspected within the time limit specified by the field representative. Checkloader shall under no circumstances accept a shipment of any commodity that does not meet FDA purchase specifications.
3. Arrangements shall be made to have the original and three copies of the Inspection Certificate forwarded to the field purchase office.
4. The checkloader must determine that the commodity has been packed in accordance with purchase specifications, and that all containers are in suitable shipping condition. Checkloader shall reject all containers which do not meet the specifications of the purchase announcement. Checkloader shall determine that the car or truck has been properly prepared to give the greatest protection to the shipment and that the commodity is loaded and stored in accordance with best commercial practice, including the use of bracing, bulkheading, ventilating racks, or padding.
5. The checkloader must be personally present throughout the process of loading to make a careful, accurate count of the number of containers loaded or measure into car or truck. When commodities have been purchased on the basis of net volume content of the containers, checkloaders must determine that such containers were well filled, and when purchased on a weight basis, that they were weighed in conformity with FDA requirements, and that the entire quantity represented by weight certificates was actually loaded for shipment.
6. In instances where the commodity has been previously loaded for commercial shipment, a careful and accurate count must be made of the contents of such car. Under no circumstances shall the loader's count be accepted as a basis of purchase.
7. Immediately upon completion of checkloading, car shall be sealed and a record made of seal numbers applied. Under no circumstances shall checkloaders allow cars which have been checkloaded by them to remain unsealed in their absence.
8. Checkloaders should bear in mind that they are employed for the specific purpose of determining that the FDA receives the grade and quantity of the commodity for which payment will be claimed by the vendor.
9. Delivery f.o.b. Packing Houses. Although vendors may tender delivery of the commodity in its natural state f.o.b. the packing house, checkloading cannot take place until after grading and packing, because not until then is it possible to determine the quantity of the commodity that will meet FDA purchase requirements. This condition applies to the Grower-Packer plan of purchase.
10. Delivery f.o.b. Processor's Plant. The commodity is required to meet FDA purchase requirements at the time of delivery without grading or further handling. Checkloading is evidenced on the voucher by execution of the Processor's Receipt, and grade is evidenced by the Inspector's Certification. Further checkloading is not necessary. This condition applies to the Grower-Processor plan of purchase.



11. Weight Certificates. Weight certificates are required in all cases where commodities are purchased on a weight basis and payment is to be made on a basis of price per pound, hundredweight, or ton.
  12. When available, the only form of weight certificate acceptable will be an official weighmaster's certificate issued by a public weighmaster who has been legally licensed to weigh merchandise and to issue certificates of weight. If possible these certificates should be executed on recognized standard forms in accordance with the legal requirements of the State of purchase.
- Disposition:
- Original, signed, and one copy to Regional Fiscal Officer  
with vendor's claim for payment.
- One copy, unsigned, to the Regional Office of Purchase.
13. If public weighmasters are unable to issue a recognized standard form of weighmaster's certificate, they may substitute Form FDA 596 or the certificate may be made on weighmaster's official letterhead or other stationery.
  14. If a weighmaster's seal is not available, a certificate must be furnished by an appropriate State or local public official or by an FDA field representative, attesting to the public authority of the weighmaster and to the accuracy of the scales used. Only one certificate is necessary for each public weighmaster.
  15. If furnished by a State or local public official, the certificate reads as follows: "I certify that 'name of weighmaster' is a duly authorized public weighmaster, and that the scales used by this weighmaster for public weighing were inspected by an appropriate State official on 'date' and that said scales were found to be accurate." (Signature to show date and place of preparation, title of public official and the name of the State or local public body with which he is officially associated.)
  16. If certificate cannot be obtained from a State or local public official, such certificate shall be furnished by FDA representative on the basis of his investigation of public documents, scale seals, or other information available, thus: "I hereby certify that I personally examined official documents, scale seals, and other information and have ascertained that 'name of weighmaster' is a duly authorized public weighmaster, and that the scales used by this weighmaster for public weighing purposes were inspected by an appropriate State official on 'date' and that said scales were found to be accurate." (Signature shall show title as "FDA Receiving Agent," and certificate shall include date and place of preparation.)
  17. In cases where public weighmaster's scales are not available and weighing must be performed on private scales, such weighing must be personally supervised by an FDA field representative and the results of the weighing shall be properly shown. On the basis of the supervision, and investigation of official documents, the FDA field representative shall also certify as follows: "I certify that I (Continued on next page)

personally supervised the weighing of the above-described lot of 'commodity' and found that the weights were as indicated. I further certify that the scales on which this weighing was performed were last inspected by an appropriate official on 'date' and found to be accurate."

18. In cases where public weighmaster's scales are not available and weighing must be performed on private scales, and it is practicable only to make a test weight of a representative portion of a lot, such weighing shall be personally supervised by an FDA field representative and the results properly shown on this basis with the following certificate: "I certify that I personally supervised the weighing of a representative portion of not less than ten percent (10%) of the above-described lot of 'commodity' and found that the 'number of containers' of 'commodity' weighed an average net weight of 'number' pounds. I further certify that the scales on which this weighing was performed were last inspected by an appropriate State official on 'date' and found to be accurate."
19. In all cases where weighing is performed on private scales it is desirable that a certificate as to the accuracy of such scales be obtained from an appropriate State or local public official. This certificate shall be addressed to the Regional Director, and shall show date and place of preparation, title of the public official, and name of the State or local public body with which he is officially associated.

#### D. INSPECTION

1. Inspection of the commodity to be purchased shall be performed by the agency named prior to the operation of the program. Inspection of all perishable commodities shall be performed within forty-eight (48) hours prior to the time of shipment.
2. Fresh Commodities. Inspection of fresh commodities shall be certified to by having Inspectors execute the Checkloading Certification "A" on Public Voucher-Purchase Programs (SMA 120). All such inspection shall be followed by the regular long form inspection certificate, except when Certification "B" is also executed under the Grower-Processor Plan.
3. Processed Commodities. Inspection of processed commodities is generally performed on the basis of samples drawn by FDA Receiving Agents and submitted to the inspection agency. Certification as to grade of the commodity delivered is on the basis of the inspection certificate. The field representative shall make arrangements with the inspection agency prior to the operation of the program to receive sampling instructions as to how to draw samples, what quantity of samples to draw, how to issue sampling certificates, etc. An identifying lot number shall appear on all documents pertaining to that unit.
4. Inspection Certificate. Vendors must arrange for and pay all charges incidental to inspection, unless otherwise specifically stated in the plan of purchase. The original copy of the inspection certificate must be signed; copies may be either signed or may bear notation of the name of the inspector who signed the original. The name of the applicant appearing on the inspection certificate shall be the same as the name of the vendor. If a number of vendors participate in a carlot shipment or delivery, the inspection certificate shall include this information by stating the name and address of each vendor and quantity tendered by each.



5. Any change affecting the value of the inspection certificate must be signed by the inspector issuing the certificate or by a person in authority qualified to sign for the inspection service.
6. Upon receipt of the inspection certificate, the field representative shall insert the FDA Delivery Order Number or Shipping Order Number in the upper right corner.

Disposition:

Original, signed, and one copy unsigned to Regional fiscal office with vendor's claim for payment, or as soon as possible after forwarding claim if claim is submitted on Public Voucher-Purchase Programs (SMA - 120) and signed by the inspector under checkloading Certification 'A'.

One copy, unsigned, to the Regional office of purchase

7. Generally all commodities will be purchased on the basis of established U. S. Standard grades. In some instances, however, combination or special grades may be used. Where established grades are used, no difficulty is apt to arise in connection with the determination of the grade expressed in inspection certificates. In cases where a combination or special grade is purchased, inspectors should be informed of FDA grade requirements and requested to express the actual grade of the commodity on the Inspection Certificate in their own phraseology in such a way that there will be no doubt as to whether or not it meets FDA specifications. For example: if potatoes are being bought on the basis of U. S. No. 2 grade with 80% U. S. No. 1 grade, or better, the grade shown on the inspection certificate shall not be shown as "meets specifications of FDA" or any similar description, as the question immediately arises as to what are FDA specifications. Therefore, the inspector in all instances shall describe the ACTUAL GRADE of the potatoes inspected, thus: "U. S. No. 1," or "U. S. No. 2, 90% U. S. No. 1," or "U. S. No. 2, 80% U. S. No. 1," or such other grade as the case may actually be.
8. Inspection certificates must indicate the total quantity of the commodity covered by the inspection. This may be determined either by actual count by the inspector or from such sources usually employed by inspectors in obtaining this information. When commodities of various grades and sizes are delivered in the same carlot at various prices, inspection certificates must indicate the quantity of each grade and size.
9. When the inspection agency has contracted to perform checkloading services for the FDA, there will probably be instances where it will be necessary that the agency employ individuals not licensed as inspectors to assist in carrying out checkloading duties. Such individuals, of course, will be acting under the supervision of the inspector, and consequently the inspector will be required to sign the certification as to check and count either on the inspection certificate or certification "A" on the Public Voucher-Purchase Programs (SMA-120).

## E. SHIPMENT OF COMMODITIES

1. Shipments of commodities under price support and Section 32 purchase programs must be coordinated with lend-lease shipments. For that reason all shipping is coordinated by and directed from the Washington Office of the Custody and Disposition Division.
2. In order to so coordinate all shipping activities, full responsibility for all transportation matters, including the routing, protecting, and storing of freight will rest with the Custody and Disposition Division of the Transportation and Warehousing Branch. The Custody and Disposition Division will arrange to serve all field purchase programs from its established field offices or direct from the Washington office, as circumstances require. It will designate at the beginning of each program, a representative who will supply all information required as to routing, protecting, and forwarding the commodities purchased to the field purchase offices and their representatives.
3. At the time a purchase program is contemplated, the commodity branch concerned shall draft a distribution plan in collaboration with the Custody and Disposition Division.
4. On the basis of the plan of distribution, the commodity branch advises the respective regional offices of the amounts of commodities available for distribution for relief purposes, and requests the regions to obtain Delivery Orders which subsequently are forwarded to field purchase office. (Details relating to preparation and use of Delivery Orders are contained in subsequent paragraph)
5. In connection with shipments to other than distribution agencies, the Custody and Disposition Division in Washington locates storage, determines diversion points to be used and furnishes pertinent shipping data to the field purchase representative through the designated Custody and Disposition Division representative. This information consists in blocks of forward ticket numbers with locations of diversion points and storage and information as to amounts which may be shipped to them. On the basis of this information the field purchase office makes shipment, completing the shipping documents and routing them in accordance with Custody and Disposition procedures. (Detailed procedures follow).
6. Procedure for the Preparation, Routing, and Shipments with Delivery Orders (Shipments to relief agencies)
  - a. The Washington Office of the commodity branch notifies the regional office the amounts of the commodities allotted to it for direct distribution for relief purposes, and the regional office either through the regional commodity division or other regional personnel contacts prospective recipient agency.
  - b. After a distribution agency has been contacted and has indicated a willingness to accept commodities, the regional office of distribution sends partially completed Delivery Order to distributing agency.
  - c. Distributing agency executes acceptance part and returns the original and copies two, three, four and five, retaining a white copy for its files.
  - d. On receipt of Delivery Orders Regional office of distribution assigns Delivery Order numbers as follows:
    - (1) A separate series of numbers shall be established in each Regional Office for each commodity.
    - (2) These numbers shall begin with No. 1, in each instance, and shall proceed in sequence as orders are placed for shipment.
    - (3) Delivery Order numbers shall be identified by regions by prefixing the region number, i. e., the first order issued for apples by Region A, would be numbered A-1, the second order A-2, etc.



(4) Each Regional Office will assign Delivery Order numbers to all orders covering shipment of commodities to States within the region.

e. After the assignment of Delivery Order number, Regional Office returns the pink copy to the distributing agency for use in receipting when commodities are delivered. Regional office detaches white copy for its files.

f. Regional Office of distribution forwards Delivery Orders to the field purchase office, if commodities are to be purchased and distributed in the same region; if they are to be purchased in a region other than the region of distribution, the Delivery Order shall be sent to the regional office of purchase, which shall then send them to the field purchase office.

g. At the time the Delivery Orders are forwarded either directly to the field purchase office or to the regional office of purchase and then forwarded to the field purchase office, as the case may be, the forwarding office shall abstract the following information from the Delivery Orders and forward it to the Washington office of the Custody and Disposition Division and to the commodity branch: (See form "Abstract of Delivery Orders", page 38)

Delivery Order No.  
Name and location of distributing agency  
Amount desired  
Approximate delivery date.

h. When Delivery Orders are received in the field purchase office, the field purchase representative shall turn them over to the field shipping representative who shall supply the necessary shipping information and prepare Bill of Lading and other necessary shipping documents.

i. When shipment is made, shipping documents shall be completed and routed as follows:

	:	:	:	:	:	:	<u>1/</u>	:	:	Regional
	:	:	:	:	:	:	:	:	:	Office
	:	:	:	:	:	:	:	:	:	of
	:	:	:	:	:	:	:	:	:	Distribu-
Name of Document:	Wash.	Vendor:	Carrier:	New York:	New York:	Office:	signee:	:	:	tion
Delivery Order	:	:	:	:	Blue	:	:	Orig.	:	:
	:	:	:	:	:	:	:	&	:	<u>2/</u>
	:	:	:	:	:	:	:	Yellow	:	:
Bill of Lading	:	Pink	:Yellow:	Salmon	:	:	All cop-:	Yellow	:	: Original
	:	:	:	:	:	:	ies not	:	:	: &
	:	<u>3/</u>	:	:	:	:	else-	:	:	: Yellow
	:	:	:	:	:	:	where	:	:	:
	:	:	:	:	:	:	distri-	:	:	:
	:	:	:	:	:	:	buted	:	:	:
Loading Manifest:	7	:	:	:	:	:	:	Orig.	:	:
	<u>4/</u>	:	:	:	:	:	:	:	:	:
Inspection Cert.:	:	:	Orig.:	:	:	1	:	:	:	:
(if any)	:	:	& 1	:	:	:	:	:	:	:
Weight Cert.	:	:	Orig.:	:	:	1	:	:	:	:
(if any)	:	:	& 1	:	:	:	:	:	:	:

- 1/ Delivery Orders - green and yellow copies retained in field purchase office and upon completion of program are forwarded to regional office of purchase.
- 2/ Immediately on receipt of information that shipment has gone forward, the field purchase representative shall wire both the consignee named on the Delivery Order

2/ Continued

and the Regional Office of Distribution. Regional Office of Distribution shall obtain executed pink and white copies from the distributing agency indicating receipt of goods. Both pink and white copies shall then be forwarded to Custody and Disposition Division, Washington, recorded, and then sent to regional office of purchase for filing with card file. White copy shall be retained in Washington.

In event goods are received in damaged condition, procedure outlined in paragraph on Loss and Damage shall be followed.

3/ For Traffic Services Unit    4/ For Commodity Accountability Section

7. Procedure for Preparation and Disposition of Documents for Shipments to Other Than to Direct Distribution Agencies.

a. Shipments of commodities to other than direct distribution agencies shall follow the same pattern as that laid down for lend-lease shipments, with a few minor exceptions. The main difference between these and lend-lease shipments is that the "ordering out" is done by the field purchase representative. But this is not done without prior knowledge, however, because at the time the field purchase program is set up, the Custody and Disposition Division shall furnish the field purchase representative with pertinent information.

b. Preparation and Routing of Documents: When purchases are made the documents shall be prepared and routed as follows:

	: C&D	: Vendor	: Carrier	: New York	: Office	: Field : Custody and Disposition
Name of Document:	: C&D	: Vendor	: Carrier	: New York	: Office	: Field : Custody and Disposition
Bill of Lading	: Pink	: Yellow	: Salmon	: All	: Yellow	: Original and Yellow
<u>1/</u>	: <u>2/</u>	:	:	: copies	:	:
	:	:	:	: not else	:	:
	:	:	:	: where	:	:
	:	:	:	: distri-	:	:
	:	:	:	: buted	:	:
Loading Manifest:	:	:	:	: 3	:	: Original & 4
Inspection	:	: Orig.:	:	:	:	: 1
Certificate	:	: & 1 :	:	:	:	:
Weight Certifi-	:	: Orig.:	:	:	:	: 1
cate	:	: & 1 :	:	:	:	:

1/ In cases in which Commercial Bills of Lading are used, the Custody and Disposition office controlling the territory in which the destination is located will exchange the Bill of Lading for a Government Bill of Lading.

2/ For the Traffic Services Unit.



8. Daily Wire Report. At the close of each day's business the field purchase representative shall send a wire report which shall be sent to (a) Washington, addressed jointly to the chief of the commodity branch and to the Chief, Custody and Disposition Division, Transportation and Warehousing Branch, and to (b) New York to:

Food Distribution Administration  
Defense Program  
150 Broadway  
New York 7, N. Y.

- a. The Daily Wire shall be divided first of all according to the program of purchase which includes the program number and the authorization number. There should also be included the total purchases for the day with sub-totals by grade, by state, and price.
- b. Beneath the program of purchase (for other than Section 32), the material should be organized as outlined below.
- (1) The shipments should be grouped according to the type of disposition, namely, shipments to processors, storage, diversion points, etc.
- (2) For each type of disposition the material should be organized for each car as follows:
- (a) The complete order number (or D. O. number)
  - (b) Contract number used.
  - (c) Commodity designation (if any)
  - (d) Type, grade, style.
  - (e) Cut, color, weight, range, etc., as applicable for the commodity
  - (f) Number of packages -- contents of packages (expressed in units as contracted for)
  - (g) True net weight of commodity, exclusive of container
  - (h) Gross weight (shipping weight)
  - (i) Origin of shipment
  - (j) Car initials and number
  - (k) Consignee, destination, delivering carrier.
  - \* (l) cumulative totals of purchases and dispositions showing balance on track, by grade, by commodity, and container.
  - (m) Additions, deletions, and corrections to previous reports.
  - \* The information contained under Section (1) will be submitted only to Washington and need not be included in any of the reports to New York.
- c. The specimen wire on the next page should be noted carefully.

9. Code Designation. When it is desirable to use a code in transmitting numerals by telegraph, the code word shall be as follows:

B L A C K H O R S E

1 2 3 4 5 6 7 8 9 0 Thus "MAREK" is March 15

IMPORTANT NOTES CONCERNING DAILY WIRE REPORT - Even though there has been no activity for the day, the field purchase representative should send a wire report, which should read "No purchases or shipments today"

The information contained in the daily wire shall be submitted only by the official designated by the Regional Office as the field purchase representative for the particular purchase program, or for the particular area. In no case shall the same shipping information be forwarded by any person other than the purchase representative.

Irish Potatoes

JULBC

(Shipments consigned to other than relief agencies)

MW-5  
(Purchase  
Authorization)

GCP-536  
(Program  
No.)

Purchased 11 cars - 3000 sacks 200 bbls.

(Total purchases - cars - description)

Kansas	3-900 sx	US one	@ 2.00 cwt.
	1-300 sx	85% US one	@ 1.90 "
	1-300 sx	commercial	@ 1.85 "
Missouri	4-1200 sx	US one	@ 1.98 "
	1-300 sx	US one	@ 1.88 "
	1-200 bbls.	Grade B.	@ 1.80 bbl.

(Shipments to canners)

Anytown, Kansas

(Billing point)

J. Doe Canning Co.	ATSF9423	PFAO 64173	300 sx	85% US one	UP
X-Town, Iowa	(Car N.)	(Order N.)	(Quantity)	(Grade)	(Delivering Carrier)
(Destination)					

Somewhere, Kansas

(Billing point)

Henry Roe Cannery	NP21913	PFAO 64179	300 sx	Com'l	CBQ
Smithton, Missouri					

(Shipment to storage)

Harrison, Missouri

(Billing point)

Terminal Storage Co.	UP21499	WFAO 39112	300 sx	US one	UP
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(Changes to previous reports)

Add JULLS	WFEK 12121	PFAO 59999	100 sx
Deduct JULLE	FGEX 18181	WFAO 64000-3	1 car 300 sx
Change	Storage UP 21400 to J. Doe Canning Co.		
	Diversion ATSF 44444 to Doe Starch Co.		

(Cumulatives after corrections, if any)

Cumulative Purchase	305 cars	91200 sx	US one
	290 "	86800 "	Comm.
	155 "	46500 "	US one -B.
Cumulative Disposi-	302 "	90300 "	US one
tion.	290 "	86800 "	Comm.
	154 "	46200 "	US one -B
On Track	4 "	1200 "	

(The balance of the wire for shipments to relief agencies is set up in the same pattern as GCP shipments shown above.)



F. CLAIMS FOR PAYMENT

1. Claim of Vendor for Commodities Purchased by FDA

Claims for payment for commodities delivered to the FDA are based on evidence of proper delivery of the specified quantity and evidence that the commodity meets the required purchase specifications. The primary evidence, however, for any claim is the vendor's certified invoice.

2. Generally, field representatives will use only two forms for presentation of any claim; Public Voucher-Purchase Programs (Form SMA 120) is used for the purchase of agricultural commodities rendered and for services rendered in connection with commodity delivered; Public Voucher for Purchases and Services Other Than Personal (Standard Form 1034) is used only for claims for administrative services, or for purchases of supplies and materials not purchased under an authorized commodity program. (The Use of this form is explained in instructions issued by the Administrative Services Division.)

3. Field representatives are reminded that separate invoices shall be prepared to cover the quantity of commodity supplied by each individual grower loading in a particular car or truck. Under no circumstances shall one vendor pose as shipper when several growers have loaded in one car.

4. All claims transmitted to the Regional Fiscal Office shall be accompanied by serially numbered letters of transmittal listing such claims by the Voucher Serial Number.

5. Public Voucher-Purchase Programs (Form SMA 120). This form shall be prepared by the vendor with ink, indelible pencil, or on a typewriter in such manner that the original and all copies shall be clear and distinct. If any alterations are made, the incorrect entry should be lined out, the correct entry made and initialed by all signatories.

6. Preparation:

D. C. Voucher No. Leave blank.

Voucher No. Leave blank.

Voucher prepared at Show place and date of preparation.

Payee Insert vendor's correct name as it appears under the vendor's certification. Vendor shall show his given name, thus "John J. Jones" or "J. Jack Jones" not "J. J. Jones." Abbreviations shall not be used.

Payee's Account No. Insert identification number vendor may wish to appear on check, or voucher serial number.

Lienholder as joint payee. Insert name (or names) of lienholder(s). If there is no lienholder, insert "None."

Payee's address Insert full and correct address at which the payee regularly receives United States mail.

Address to which check shall be mailed. Insert the full and correct mail address to which the payee wishes his check sent. If this is the same as the "Payee's Address." insert "Same as above."

Delivery or Service Insert date or dates on which the commodity was delivered or the service rendered. During a period of time, show beginning and ending dates of that period.

Program No. & Title Insert number and name of program, as advised by the Regional Office.

Contract Date Insert correct contract date, if purchased or delivered under contract.

Contract No. Insert Payee's correct FDA contract number, if any.

Delivery Order No. Insert Delivery Order number appearing on bill of lading or Delivery Order, if any, plus an identifying letter for each vendor if more than one vendor loads in the same car or truck. Such identifying letters shall be assigned separately for each order and shall begin with "a".

Shipping Order No. Insert Shipping Order number, if any.

Order for Service No. Insert proper Order for Services number, if any.

Purchase Order No. Insert the Purchase Order number, if any.

Description of Transaction Insert proper grade, size, and other conditions of purchase, or description of services performed.

No. of Units Insert number of units actually delivered.

Unit. Insert correct name of unit, thus "Std. Box," "1-3/5 Bu. Sack," etc.

Amount claimed per Unit Insert price per unit in dollars and cents, thus \$0.54, \$8.61, etc.

Amount Claimed Show amount claimed, in dollars and cents, arrived at by multiplying "No. of Units" by the "Amount Claimed per Unit."

Total The total shall be the sum of the items listed in the "Amount Claimed" column.

Shipping point Insert name of place where commodity is delivered to FDA. If commodity is forwarded on a bill of lading, this name must agree with the point of origin as shown on such bill of lading.

Destination Insert name of destination as shown on the bill of lading. If commodity is delivered at the shipping point to the distribution agency or to a processor for the account of the Administration, insert: "Local Delivery."

Weight of Shipment Insert billing weight of the shipment which must agree with the billing weight shown on the bill of lading. If shipment is a local delivery, leave blank.

Truck License No. or Car No. Show license number of truck or car number of freight car into which commodity was loaded, thus: "W. V. 1942-B-8021," "FGEX 50682," etc.

Govt. B/L No. Insert proper Government bill of lading number, if any.

Certificate of Vendor "Vendor," "By," "Title" The vendor shall sign here his regular signature. Class of Vendor designation must be indicated at the time of signing.

Specimens:

An individual grower:      Date April 00 1943      Vendor John J. Jones, Grower  
By (Leave Blank)      Title (Leave Blank)

A partnership of growers:      Date April 00 1943      Vendor John J. Jones & Co, Grower  
By /s/ Henry A. Jones      Title Partner

A cooperative association of growers:      Date April 00 1943      Vendor Union Fruit Association of Growers.  
By /s/ James H. Smith      Title Treasurer

An agent for a grower:      Date April 00, 1943      Vendor Frank L. Black, Grower  
By /s/ William T. Smith      Title Attorney or Agent



Certification (A): This certification shall be executed by an inspector whenever checkloading services are performed by the inspection agency. A Federal inspector shall x-out the word State. A State inspector shall x-out the word Federal. An inspector other than Federal, State, or Federal State shall insert the proper designation.

Certification (B): This certification shall be executed only by a processor to whom the purchased commodity has been delivered and with whom the FDA has a contract for handling the delivered commodity. If this certificate is executed no weight certificate or other quantity certification is required. Grower-Processor Plan -- insert the processor's correct contract number and the delivery date. Complete the signature as prescribed elsewhere.

Certification (C): FDA representative who has checkloaded the delivery shall sign on this line and shall complete the heading of Certification (A). Use only when checkloading has not been performed by an inspector and when the grade of the delivered commodity is evidenced by an attached grade certificate.

Certification (D): This certification shall be executed by an authorized FDA field representative who has full knowledge of the transaction. (See Section 3113 of the Regulations of the U. S. Department of Agriculture.)

Disposition:

Original, signed, and three copies to the appropriate Regional Fiscal Office.

One copy to the Field Purchasing Office files.

One copy to be retained by the vendor. (Note: Copies may bear carbon signature.)

7. Liens

Field representatives shall remind vendors that lienholders must be disclosed. As a precaution, field representative shall include the following statement in an announcement which may be released at the inauguration of a purchase program or which may be released during the operation of the program.

"Vendors are cautioned that in making sales to the Government and in submitting claims for payment for commodities delivered to the FDA, they must disclose any liens that may be outstanding against the commodity. Failure to disclose lienholders, or misrepresentation of the actual ownership of the commodity, may be prosecuted under provisions of the U. S. Criminal Code."

8. It is realized that field representatives will encounter numerous difficulties in obtaining information as to the existence of liens or encumbrances against commodities purchased from vendors. The mere presence of such difficulties, however, shall not preclude an effort on the part of the field representative to obtain information from municipal, county, or State court records, agents of the Farm Credit Administration, or other governmental or local agencies which may be in a position to supply information on the subject. The Producers' Committee, or County Agents, may volunteer information.

9. Agency

Occasion may arise when vendors will desire to appoint agents to handle their transactions with the FDA. This may be due, on the part of the vendor, to illness, living out of the area of purchase, etc. Two power of attorney forms may be used in such cases: FDA 597 for individuals or SMA 332 for corporation. It is to be noted that these forms do not grant the right of trusteeship, the right to endorse checks, or the right to receive payment. In all instances such agents must submit claims in the name of their principals, and not in their own names. Thus, a claim prepared by a grower's agent would be signed "John Doe, Grower" by /s/ "Harry Roe" title "Attorney," and payment would be made directly to "John Doe." It is not necessary for vendors to execute a separate power of attorney form to cover each delivery, provided the agent is the same in each case.

Two signed copies and one unsigned copy of the power of attorney form shall be prepared by vendors and their agent and transmitted to the field purchasing office.

Disposition:

Original, signed, and one signed copy to Regional Fiscal Office with vendor's first claim for payment.  
One copy, unsigned, to the Field Office files.

10. Checkloading by the Inspection Agency

Wherever possible, provided it is advantageous and administratively economical to the FDA, arrangements shall be made with the inspection agency for the use of its inspectors as checkloaders. During the inauguration of the purchase program, a definite understanding shall be reached between the supervisor of the inspection agency and the field representative as to the charge for checkloading, points of checkloading, duties to be performed by checkloaders, etc. On completion of these preliminary arrangements with the supervisor, the field representative shall communicate with the Regional Office to secure approval of these arrangements. Authority will then be issued to the field representative to engage such services.

11. In preparing Order for Services form, the field representative will be careful to indicate accurately the name of the agency to which checks are to be issued covering claims submitted for checkloading services rendered.
12. If any changes are made in respect to grades, prices, terms or conditions of purchase, all inspectors acting as checkloaders shall be furnished a copy of these changes in a written memorandum or by a copy of a revised Purchase Announcement.
13. During the operation of any program utilizing the services of inspectors as checkloaders, the Purchase Representative shall prepare on the sixteenth and last day of each month "Report of Checkloading Services Performed" (SMA 294), accompanied by a list of the cars checkloaded by number and date of checkloading. If checkloading is performed on other than a carload basis, the quantities of commodities or other rate of checkloading shall appear on this list rather than the car numbers.

Disposition:

One copy, signed, to the Regional Fiscal Office.  
One copy, to the Regional Office of Purchase.  
One copy to the inspection agency for its records.  
One copy to the field office files.



14. On the sixteenth and last day of each month, or at other intervals agreed to by the field representative and the inspection agency, checkloading services performed during the related period shall be billed to the FDA on Public Voucher (Form SMA 120). The inspection agency shall attach to each copy of the Public Voucher a signed list showing the date of checkloading, car number, delivery order number, shipping order number, and inspection certificate number for each unit billed.
15. The field representative must ascertain that there is a definite understanding between him and the inspection agency as to what constitutes checkloading services.
16. In no event shall FDA Receiving Agents be employed to perform duties which are being rendered by the inspection agency, such as billing of cars, etc.
17. On completion of any program, the field representative shall ascertain that the inspection agency is fully informed of the procedure for the submission of its claims for payment for services performed. The Field Representative shall advise the inspection agency by letter that the program is concluded and requests that it forward invoices covering outstanding checkloading service claims. A copy of such letter shall be forwarded to the Regional Office of Purchase with a memorandum listing number of cars checkloaded for which payment has not been made.
18. Order for Services  
Order for Services FDA-1 is an informal contract covering services to be performed for the FDA. Examples of such services are checkloading by the inspection agency, grading, packing, and loading commodities purchased by the FDA, as under the Grower-Packer plan of purchase, icing cars of produce purchased by the FDA, etc.
19. As soon as it is determined that it is necessary to arrange for an Order for Services, the field representative shall reach a definite understanding with the persons who are to perform the necessary services as to: services to be performed, places where services are to be performed, charges for such services, etc. On completion of these preliminary arrangements, the field representative shall communicate with the Regional Office and obtain approval of these arrangements. On approval thereof, the Regional Office will issue authority to the field representative through a Buying Direction which will be issued in accordance with standard procedure, to engage such services.
20. Spaces on the Order for Services shall be filled in accordance with the headings. The O. S. No. shall be issued by the field representative and shall begin with No. 1 consecutively under each Buying Direction. The period during which services are to be performed shall be stated in each Order for Services.

#### Distribution

Original, signed, and one copy to the Regional Fiscal Office  
One copy, signed, to vendor  
One copy, unsigned, to the Regional Office of Purchase  
One copy, unsigned, to the Field Office Files.

21. Claims for payment for services rendered under Order for Services shall be transmitted by the field representative to the office to which the original of the Order for Services was sent.
22. Carrier's Claims  
Occasion may arise when regional commodity representatives will be called

upon to advise with respect to the preparation of carrier's claims (Std. Form 1068).

23. Claims for payment for transportation charges covering commodities shipped by or for the Food Distribution Administration should be submitted on "Public Voucher for Transportation of Freight or Express" (Standard Form 1068). The following instructions shall be adhered to in preparing this voucher for transmittal to the Regional Fiscal Division.
24. Vouchers shall be submitted in triplicate (three copies), original (white), and two (2) yellow copies, using typewriter or handwriting with indelible pencil or ink. If any erasures or alterations are made, they must be initialed with ink or indelible pencil by the representative or agent signing for the carrier.
25. In filling out Voucher Form 1068, the following information is for guidance in the preparation of this form:
  - a. "CARRIER'S BILL NUMBER": Insert carrier's bill number.
  - b. "U. S.": Insert War Food Administration, Food Distribution Administration.
  - c. "TO": Insert name of transportation company filing claim.
  - d. "ADDRESS": Insert address of transportation company filing claim.
  - e. Under "BILL OF LADING" (Date 19 ): Insert date of shipment as appearing on respective bill of lading: (Number): Insert Government bill of lading number.
  - f. Under "FORM": Insert point of origin as appearing on bill of lading.
  - g. Under "TO": Insert destination.
  - h. Under "CLASS": Insert under what class the commodity is moving.
  - i. Under "WEIGHT OR MEASUREMENT" Insert gross billing weight, or other shipping unit.
  - j. Under "RATE" (gross): Insert rate covering particular commodity shipped. (Net): To be used only by land-grant carriers.
  - k. Under "AMOUNT" insert total charges covering particular commodity shipped.

NOTE: Where several commodities are shipped under same Government bill of lading, repeat date of shipment and bill of lading number, point of origin, and destination, for each commodity covered by said bill of lading with respective class, weight, and rate.

- l. "TOTAL": Insert total charges of claim.
- m. "PAYEE": Insert name of transportation company filing claim.
- n. "PER": Signature of officer or agent of carrier must be inserted in ink or indelible pencil with title of signer inserted on line below.
- o. Under perforated line insert name and address of carrier filing the claim, also fill in blank spaces under caption "Memorandum" to coincide with like information shown on face of voucher.
- p. Truck and steamship carriers should present their vouchers to the Chief of the Regional Fiscal Division at 150 Broadway, New York. Rail carriers should present their vouchers to the Regional Fiscal office in the region where the carriers billing office is located.
26. "Public Voucher for Transportation of Freight or Express" must be supported by original executed Government bill of lading, with consignee's receipt on said bill of lading filled out by consignee.
27. Attention should be called to further instructions appearing on the reverse side of Form 1068. Claims covering one or more shipments may be included in one set with respective original bills of lading attached.



28. Icing by Vendor

Occasion may arise when it is advisable to have icing performed by vendors who will bill the FDA for the cost of such performance, providing such cost does not exceed that stated in the common carrier's tariff applicable to the point of shipment. The following procedure shall be followed:

29. At the time of preparation of the vendor's claim, the vendor shall indicate immediately below the information relating to the commodity, the number of pounds of ice used, and its cost.
30. The vendor shall furnish an affidavit stating that the services were performed by him, and that the charges represent actual cash-out-of-pocket cost to him. The form of certification follows:

"Place \_\_\_\_\_ Date \_\_\_\_\_

"I hereby certify that the (commodity) loaded in Car No. \_\_\_\_\_ and shipped on \_\_\_\_\_ date \_\_\_\_\_ was iced by me and that \_\_\_\_\_ pounds of ice were used. The charge of \$ \_\_\_\_\_ covering the icing services performed represents the actual cash-out-of-pocket costs incurred by me.

"Witness \_\_\_\_\_ Vendor \_\_\_\_\_

"By \_\_\_\_\_

"Address \_\_\_\_\_ Title \_\_\_\_\_ "

31. At the time the car is shipped, the carrier's agent shall indicate on the original and all copies of the bill of lading: "Icing" performed by "vendor's name" for the "shipper."

Disposition: (Certification by vendor and by Field Representative)

Original, signed, and one copy to Regional Fiscal Office, with vendor's claim.

One copy to the Field Office Files.

32. Consignee's Receipt

This form (SMA 238) is used by the State relief agency to acknowledge receipt of commodities donated to them by the FDA when commodity is accepted at point of purchase and no transportation charges are borne by the FDA.

33. Occasionally, as directed, this form may be used as a receipt for commodities delivered, other than agricultural commodities, or other than to a State relief agency.
34. The Consignee's Receipt shall be prepared as indicated by the headings thereon.

Disposition:

Original, signed, and one copy to accompany vendor's claim to Regional Fiscal Office.

One copy, unsigned, to the Regional Office of Purchase.

35. Shipping by Truck

When shipments are to be moved by truck, the regional commodity representative, and the regional T&W representative shall obtain competitive transportation schedules from at least three trucking companies operating between the points of shipment and delivery. They will be advised by the Regional Director or his representative, as to the rate basis of other than per 100 pounds.

36. Bills of lading, naming the trucking company which is to transport commodities purchased, will be issued by the Regional Office.

G. PROCEDURE FOR THE HANDLING OF LOSS AND DAMAGE CLAIMS IN  
CONNECTION WITH THE SECTION 32 PURCHASE PROGRAM

The procedure relating to loss and damage is as follows: If a shipment is received in bad order, that is, if there is shortage or damage to the commodities, the following broad principles should be observed:

1. If the consignee believes the cause of shortage or damage is due to condition of commodity when loaded, improper method of loading, care, protection and/or handling in transit the consignee shall notify the regional director by telegraph, giving Delivery Order number, car initials and number, extent of spoilage or damage, and any other pertinent information. Such cases require immediate handling and the regional director shall have all facts assembled so that in the event a claim is filed against any party it can be properly adjusted. Copies of all correspondence and instructions issued shall accompany the corresponding pink copy of Delivery Order.
2. The consignee shall notify the carrier and they shall make a joint inspection of the commodities (in some instances the carrier may waive inspection but in any case the consignee must notify carrier's agent and obtain an O. S. and D. report from carrier's agent).
3. The consignee shall reject to the carrier's agents goods which are unsalvageable and shall make notation of shortages on the reverse of the pink copy of the Delivery Order (Form AMA-2).
4. Notation of loss and damage shall be made also on the reverse of the original of the Bill of Lading, before surrender to the delivering carrier's agent.

NOTE: It is very important that the statement of loss and damage on the reverse of the Delivery Order and Bill of Lading be filled out completely.

5. Pink copy of the Delivery Order shall be forwarded to the regional distribution office.
6. \*Regional office of distribution in each instance shall determine the regional office where purchase was made and shall forward the pink copy of the Delivery Order to that Office, and such other information as provided for under (1).
  - a. All commodities transferred from FSCC to FDA which may be identified as such when the program number is shown as GCP, or the contract number is preceded by the symbol or both, the pink copy should be submitted to the Washington office of the Transportation and Warehousing branch.
7. Region of purchase shall make the proper notations in the carlot files and shall forward, upon the request of another office, pink copy along with the documents and other pertinent information, to the region in which delivering carrier presents his claim for freight charges.
8. Region in which delivering carrier presents his claims for transportation charges shall make the proper adjustment upon the claim of the carrier, and notify region of purchase and region of distribution.



9. In event facts as developed under (1) are such that claim should be filed against a vendor instead of the carrier, the regional director of the region of distribution will make all facts available to region of purchase, which shall notify the regional office in which the transportation charges are to be paid.
10. If it is discovered that commodities in storage, whether purchased and stored under Section 32 or any other program, are damaged, and it appears that it is the warehouseman's liability, the Washington office of the Transportation and Warehousing Branch should be notified immediately in order that it can effect settlement.
11. After the loss and damage claims have been settled, -- whether in the regional office of purchase, distribution, or in the region where the carrier presents his claim -- the pink copy shall be forwarded to the Commodity Accountability Section, Custody & Disposition Division, which will make the proper notation, and then forward the pink copy to the regional office of purchase for filing with the carlot file.
12. The facilities of the Washington office of the Transportation and Warehousing Branch are available to regional offices in the settlement of loss and damage claims and for advice and information on such matters.

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\* The pink copy of the Delivery Order shall always be forwarded to the regional office of purchase, whether or not there has been loss or damage.

#### H. PROCEDURE FOR THE ESTABLISHMENT OF CARLOT FILES IN CONNECTION WITH SECTION 32 PURCHASE PROGRAMS

1. A carlot file for each consignment is to be established and maintained in the regional office of purchase for all programs conducted by the regions. No carlot files are to be established in the regions for commodities transferred from FSCC to FDA, and all documents pertaining thereto coming into possession of the regional office, except the original and yellow copy of the Delivery Orders (Form AMA-2) and copy of the Notice to Deliver shall be forwarded to the Washington office of the Transportation and Warehousing Branch.
2. A carlot file will usually contain the following documents:
  - a. Yellow copy of Government bill of lading, or Consignee's Receipt (SMA-238).
  - b. Copy of the commodity voucher (SMA-120).
  - c. Inspection Certificate.
  - d. Weight Certificate when required.
  - e. Loading Manifest where used in the purchase program.
  - f. Pink copy of Delivery Order (Form AMA-2), accompanied by copies of correspondence and instructions relating to loss and damage, if necessary.
  - g. Copies of any incoming and outgoing correspondence that have to do with any disputes that may arise between vendors or common carriers relative to any consignment.
  - h. Copies of requests for reconsignment.
3. The carlot files will be filed consecutively by regions and within the regions by Delivery Order numbers. Upon the close of the purchase program and after the final program report has been made, they may be placed in cases suitable for permanent storage.



## I. APPENDICES

1. Instructions for Preparation of Delivery Order (Form AMA-2) A separate Delivery Order must be used to cover the delivery of each consignment to a State welfare agency. This form contains the agreement between the FDA and the State welfare agency with respect to the condition under which a commodity is being accepted and the instructions by the State welfare agency for shipment. The upper portion of the form is completed by the State welfare agency and the lower portion completed by the FDA office placing the order for shipment, by inserting information as indicated in the following paragraphs:
  - a. Request Number: Insert the identifying number assigned; otherwise leave blank.
  - b. Bill of Lading Number: Insert number of bill of lading which is used to cover transportation of the commodity from shipping point to destination.
  - c. Delivery Order Number: Insert the delivery order number which has been assigned to the order.
  - d. Program Number: Insert the identifying number of the purchase program under which the commodity is being or has been purchased.
  - e. Schedule Number: Leave blank unless otherwise instructed.
  - f. Contract Number: Insert contract number if commodity was purchased under formal contract.
  - g. Purchase Number: Insert buying direction number if shown on request, otherwise leave blank.
  - h. Shipping Point: Insert complete name of shipping point, if known; otherwise insert name of State in which commodity is to be purchased, or if this also is unknown insert identifying regional number to which order is being forwarded for shipment.
  - i. Shippers' Railroad Location: Leave blank unless information is provided for insertion.
  - j. Commodity: Insert name of commodity.
  - k. Grade and Type: Leave blank.
  - l. Quantity: Insert quantity to be shipped on order.
  - m. Number and Kind of Containers: Insert information as provided; otherwise leave blank.
  - n. Gross Weight Limit to Ship: Maximum - Minimum: Insert information as provided; otherwise leave blank.
  - o. Carrier's Service Required: Insert information as provided; otherwise leave blank.
2. Instructions for the Preparation of Government Bills of Lading. In making shipments with transportation charges to be paid by the Food Distribution Administration, Government bills of lading (Standard Form No. 1058) are used to eliminate the necessity of pre-payment of charges by consignor or payment by consignee at the time of delivery. A Government bill of lading contains not only the contract with the transportation agency for transportation of the goods, but also a certificate to be executed by the consignee showing delivery at destination. The original of this document is used by the transportation agency to support its claim for charges when submitted to the Regional Fiscal Division. It is, therefore, essential that Government bills of lading be accurate and correctly describe the shipment.

A separate bill of lading must be issued for each shipment. Bills of lading consist of the original and seven copies and should be prepared in accordance with the following instructions:

- a. Bill of Lading Number: Bills of lading are numbered consecutively when printed and should be issued in numerical order.
- b. Appropriation Chargeable: Leave this space blank unless otherwise instructed.
- c. Issuing Officer: Insert name and location of regional office issuing bill of lading, i. e., FDA Regional Office, San Francisco, California.
- d. Issuing Officer: Insert name and official title of person who has been authorized to issue bills of lading.
- e. Date Issued: Insert date bill of lading is prepared.
- f. Received From: Insert name of shipper as follows:
  - (1) "FDA" - when commodity is purchased under direct field purchase program.
  - (2) "FDA" - when shipped from storage and provided the commodity was originally purchased and placed in storage by the FDA.
  - (3) "(Name of contractor) - for a/c FDA" when purchased by the FDA under formal contract.
  - (4) "FSCC" - when shipped from storage and provided the commodity was originally purchased and placed in storage by the FSCC. "FDA" (All program numbers carrying symbol "GCP" indicate that shipper is to be FSCC).
  - (5) "(Name of Contractor) - for a/c FSCC" - if commodity was purchased under formal contract by the FSCC, and is being transferred to the FDA under GCP program.
- g. By the: Insert full corporate name of railroad, steamship company, truck line, express company, or other transportation agency receiving shipment at origin for forwarding. If unrouted bill of lading is sent to Field Purchase Office for shipment, this information will be inserted by the Field Purchase Office at time of shipment.
- h. From: Insert name of city and State at which shipment is actually loaded for forwarding. In shipments by railroad, use official name of railroad station. If loaded at nonagency station show the name of such nonagency station and the name of the station at which shipment is billed, i. e., "Haines Siding B/A Unionville, Missouri." In truck shipments it is desirable to include street address or other exact location to insure application of correct charges. If accurate information is available, shipping point may be inserted when bill of lading is initially prepared; otherwise it should be inserted at actual time of shipment.
- i. To: Show destination by inserting city and State to which shipment is to be delivered as shown on delivery order.
- j. Consignee: Insert name of State Agency, Authorized Agent, title, and warehouse street address as they appear under the heading "Consignee and Destination" in the delivery order - thus - "State Board of Public Welfare for delivery to W. A. Wilson, District Supervisor, 89 Shelton Avenue.
- k. Via: If shipment is to be routed by the FDA, insert complete route including originating, delivering, and all intermediate carriers. Complete names of carriers need not be written in full, as the official abbreviations are sufficient. Common trade names such as Katy Lines, Nickel Plate, Cotton Belt, etc., must not be used. If shipment is to be unrouted leave blank, except when delivery at destination is required by a particular delivering carrier insert such requirement in the following manner, "AB&C Railroad delivery at destination." When unrouted bills of lading are submitted to carrier's agent for signature, do not allow them to insert routes unless notated "routed by carrier's agent." Carriers are obligated to move unrouted shipments via cheapest and most economical routes and to



allow agents to insert routes on all copies of bills of lading at time of shipment might be interpreted as being routed by the Government unless proper notation of responsibility for routes is shown.

- l. Number of Packages: Insert the total number of packages to be shipped if actual quantity is known, otherwise this information will be inserted by Field Purchase Office or shipper at actual time of shipment.
  - m. Description of Articles: Insert proper description of shipment to accurately describe it and to insure application of proper tariff rates.
  - n. Weights: Insert actual gross weight of shipment which will include the weight of the commodity plus the weight of the container in which it is packed. Tariff billing weights and weight agreements must be observed. Unless the actual gross weight is known, this information should be inserted by Field Purchase Office or shipper at time of shipment.
  - o. Pick-up: Pick-up service is frequently provided by the carrier for collecting and transporting less than carlot shipments from shippers' warehouse to the railroad depot. Usually there is a saving to the shipper if LCL shipments are delivered to the railroad depot by the shipper. To determine application of proper charges it will, therefore, be necessary on LCL shipments to indicate whether pick-up service was or was not by the Government. Appropriate designation may be made by the deletion of either "was" or "was not." This should be done at the time of shipment and the individual making shipment should sign in the space provided for "signature of consignor."
  - p. Size car ordered and date furnished may ordinarily be left blank unless otherwise instructed.
  - q. Initials - Car No.: When shipment is ready for forwarding insert initials and number of car if loaded in railroad car for shipment. If loaded on motor truck insert identifying license tag numbers. If LCL shipment by railroad or by express leave blank.
  - r. Tariff Authority: Leave blank unless otherwise instructed except when transportation is by motor truck under contract insert number of Freight Rate Quotation Number, i. e., "FRQ-173."
  - s. Authority for Shipment: Insert delivery order number assigned to the AMA-2 which covers shipment and purchase program number under which commodity was procured, i. e., "D/O No. 12345 (Pro. No. G-2a)."
  - t. Name of Transportation Company: Insert name of transportation company receiving shipment at origin for forwarding. This must agree with corporate name of transportation agency shown as the originating carrier.
  - u. Date: Insert date shipment is actually delivered to the transportation company for forwarding.
  - v. Per - Agent: To be signed by carrier's agent with ink or indelible pencil. Copies may be carbon signed.
  - w. Contract No.: Show FDA contract number when purchase made under formal contract.
  - x. The information required in (t) and (u) may be inserted either by the shipper or by the carrier's agent, and may be included in carrier's receiving stamp which will also cover item (v). If receipt of shipment by carrier's agent is acknowledged by receiving stamp, it must be initialed with indelible pencil or pen and ink.
3. Weekly Price and Expenditure Report - At the close of business each week, the field purchase representative shall submit a weekly price and expenditure report to the commodity branch through the regional commodity division, which shall contain the following information: (a) total quantities purchased during the week; (b) exact amounts of each type/grade purchased and the price paid for each; (c) total amount of authorized funds expended during the week; (d) cumulative total of commodities purchased; (e) cumulative total of authorized funds expended.



WAR FOOD ADMINISTRATION  
FOOD DISTRIBUTION ADMINISTRATION

Purchase Authorization for Field Purchases

P.A. No. \_\_\_\_\_ Program No. \_\_\_\_\_ Date \_\_\_\_\_

To:

From: \_\_\_\_\_ Branch

Pursuant to authority delegated by the Director of the Food Distribution Administration, you are hereby authorized and directed to purchase and distribute the commodities specified herein, in accordance with the following terms and conditions:

Commodity	:	Maximum Quantity	:	Maximum Expenditure
	:		:	
	:		:	
Maximum Unit Price	:	Unit	:	Minimum Grade
	:		:	
	:		:	
	:		:	
	:		:	
	:		:	
Area	:	Period of Purchase	:	Conversion Factor
	:		:	
	:		:	
	:		:	

Other terms and conditions:

\_\_\_\_\_  
Chief of Branch

Region

# Abstract of Delivery Orders

Date \_\_\_\_\_

( For use by Washington Office )

[illegible]





